

Secretary of State
Local Records Unit
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Local Records Commission
Of Cook County, Illinois

Application No. 07:002C

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

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AGENCY

Schaumburg Park District

ADDRESS

235 East Beech

CITY

ZIP

Schaumburg

60193

PHONE

(847) 985-2115

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with the standards of the Local Records Commission of Cook County and will be adequate substitutes for the original records.

Steve Burges, Director of Finance

November 8, 2006

Signature of Agency Head

Date

Steve Burges, Director of Finance

Approval, Local Records Commission
of Cook County, Illinois
County Building – Room 801
Chicago, Illinois 60602
(312)603-7832

Martha Martinez

Chairman

David A. Joens

Director, State Archives

January 3, 2007

Date

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF :

- After their individual retention period is complete,
- If they are correctly listed on a Records Disposal Certificate submitted to and approved by the Local Records Commission of Cook County sixty (60) days prior to disposal,
- Providing any local, state, and federal audit requirements have been met,
- As long as they are not needed for any litigation either pending or anticipate.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENT AGENCIES OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

ANY RECORD ON THIS APPLICATION MAY BE MICROFILMED OR DIGITIZED AND THE RECORD DISPOSED OF IF THE RECORD IS MICROFILMED OR DIGITIZED IN ACCORDANCE WITH THE STANDARDS OF THE LOCAL RECORDS COMMISSION OF COOK COUNTY AND IF THE FILM OR DIGITIZED RECORD IS RETAINED FOR THE PRESCRIBED RETENTION PERIOD.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING
MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
ARE TO BE RETAINED PERMANENTLY.

This application supersedes application 88:71C.

Subject to statutory provisions, agencies may dispose of records authorized for destruction by the Commission after the agency has received an approved Records Disposal Certificate from the Local Records Commission of Cook County listing the records to be destroyed or disposed of.

All records, regardless of physical format or characteristics, that by state or federal statute, agency rule, or policy contain information that is confidential, must be physically destroyed in a manner that such information cannot be identified or retrieved.

**THIS DOCUMENT ALONG WITH ALL RECORDS DISPOSAL
CERTIFICATES ARE TO BE RETAINED PERMANENTLY.**

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Item No.	Record Series Title, Description and Recommendation
1.	<p><u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES</u></p> <p>Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
2.	<p><u>ABOVE AND UNDERGROUND STORAGE TANK RECORDS</u></p> <p>Dates: 1993- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years after removal of tank, then dispose of.</p>
3.	<p><u>ACCIDENT AND INCIDENT REPORTS (DUPLICATES)</u></p> <p>Dates: April 2003- Volume: 4½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p> <p>Originals are filed with M.R.M.A.</p> <p>Recommendation: Retain for two (2) years, then dispose of. Consider keeping for seven (7) years.</p>

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The title of item #4 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.

Chairman

4.

~~ADMINISTRATIVE CORRESPONDENCE FILES (INCLUDES E-MAILS)~~
ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING
EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO
ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC.

Dates: April 2004-
Volume: 16 Cu. Ft./2 MB
Annual Accumulation: 8 Cu. Ft./1 MB
Arrangement: Alphabetical

Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

5.

APPLICATIONS FOR EMPLOYMENT AND SUPPORTING DOCUMENTS

Dates: April 2003-
Volume: 2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

Recommendation: Retain solicited applications and supporting documents for two (2) years from date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from date of the application, then dispose of.

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6.	<p><u>APPLICATION FOR USAGE OF PARK DISTRICT FACILITIES</u></p> <p>Dates: April 2003- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years following completion of terms of usage of facility, then dispose of.</p>
7.	<p><u>APPRAISALS</u></p> <p>Dates: April 1998- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years after superseded by a new appraisal, then dispose of.</p>
8.	<p><u>APPRAISAL REPORTS (FOR FIXED ASSETS)</u></p> <p>Dates: April 1998- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
9.	<p><u>AUDITS</u></p> <p>Dates: 1971- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one copy of each audit report permanently. Retain duplicate audits for one (1) year, then dispose of.</p>

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10.	<p><u>BID RECORDS</u></p> <p>Dates: April 1995- Volume: 11½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain successful bids for ten (10) years after terms of the related contract are completed, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of. Retain departmental copies until the bidding process is complete, then dispose of.</p>
11.	<p><u>BOARD PACKETS</u></p> <p>Dates: 1993- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
12.	<p><u>BOILER INSPECTIONS</u></p> <p>Dates: 1995- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
13.	<p><u>BUDGETS AND/OR BUDGET WORKSHEETS</u></p> <p>Dates: April 1998- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain budgets for seven (7) years, then dispose of. Retain budget worksheets for two (2) years following approval of budget, then dispose of. Copies: retain until usefulness of record is complete, then dispose of.</p>

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Chairman

14.

CANCELLED BONDS AND COUPONS
BOND RECORDS

Dates: April 2003-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: ~~Retain for two (2) years after cancellation or due date, then dispose of.~~
Retain bond records transcripts, resolutions and certifications permanently.
Retain other records (sale/purchase/agreements, etc.) in this series for ten (10) years after final redemption, then dispose of.
Retain payment coupons for seven (7) years after cancellation, due date or redemption, then dispose of.

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15.	<p><u>CANCELLED CHECKS, BANK STATEMENTS, AND DEPOSIT SLIPS</u></p> <p>Dates: April 1998- Volume: 17 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
16.	<p><u>CERTIFICATES OF INSURANCE (ANNUALLY)</u></p> <p>Dates: 1998- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for three (3) years following expiration or cancellation, then dispose of.</p>
17.	<p><u>CERTIFICATES OF PUBLICATION, NEWSPAPER CLIPPINGS, NOTICES OF HEARINGS, ETC.</u></p> <p>Dates: April 2004- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>

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The recommendation of item #18 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.

Chairman

18.

CHEMICAL AND BACTERIOLOGICAL REPORTS

Dates: 1995-
Volume: 10 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: ~~Retain chemical sample reports for ten (10) years, then dispose of. Retain bacteriological sample reports for five (5) years, then dispose of.~~
Retain for ten (10) years, then dispose of.

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19.	<p><u>C.O.B.R.A. RECORDS</u></p> <p>Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of. Retain premium statements for seven (7) years, then dispose of.</p>
20.	<p><u>CONSTRUCTION RECORDS AND PROJECT FILES</u></p> <p>Dates: April 1995- Volume: 7 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the following: 1. correspondence (including related e-mails) 2. change orders 3. contracts 4. agreements 5. invoices 6. engineers notes, etc.</p> <p>Recommendation: Retain construction plans, drawings, and specifications permanently. Retain other records for ten (10) years following completion of project, then dispose of.</p>
21.	<p><u>CONTRACTS, LEASES AND AGREEMENTS</u></p> <p>Dates: April 1995- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of. Copies: retain for two (2) years, then dispose of.</p>

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22.	<p><u>DEFERRED COMPENSATION RECORDS</u></p> <p>Dates: October 1996- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain individual files for ten (10) years after cancellation/withdrawal from program, then dispose of. Retain contribution statements for seven (7) years, then dispose of.</p>
23.	<p><u>ELECTION RECORDS</u></p> <p>Dates: April 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for sixty (60) days, then dispose of.</p>
24.	<p><u>ELEVATOR INSPECTIONS</u></p> <p>Dates: 1995- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
25.	<p><u>EMPLOYEE DRUG TESTING RECORDS</u></p> <p>Dates: 2004- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain positive testing records until adjudicated. Destroy negative results upon receipt of lab notification.</p>

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26.	<p><u>EMPLOYEE HANDBOOKS</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until superseded.</p>
27.	<p><u>EMPLOYEE REQUESTS FOR TIME OFF</u></p> <p>Dates: April 2003- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
28.	<p><u>EMPLOYMENT ELIGIBILITY VERIFICATION FORM I-9</u></p> <p>Dates: 1996- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p>Recommendation: If person is employed for less than three years, retain for three (3) years after date of hire, then dispose of. If person is employed for three years or longer, then retain for one (1) year after termination of employment, then dispose of.</p>
29.	<p><u>F.C.C. RADIO LICENSE (FOR BUSES, TRUCKS, RADIOS)</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after expiration of license, then dispose of.</p>

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30. FEDERAL FUEL PERMITS

Dates: 2004-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain for five (5) years after expiration of permit, then dispose of.

31. FIRE INSPECTIONS (SPRINKLERS, EXTINGUISHERS, ALARMS, ETC.)

Dates: 1995-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain for five (5) years, then dispose of.

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The recommendation of items #32-33 were amended and approved by the Local Records Commission of Cook County on June 11, 2019.

Chairman

32. "FREEDOM OF INFORMATION ACT" REQUESTS AND DENIALS
- Dates: 1993-
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological
- Recommendation: ~~Retain for two (2) years from date of filing, then dispose of.~~
 Retain for two (2) years after filing date, then dispose of, provided no review is pending with the Attorney General's Public Access Counselor.
33. GRANT RECORDS (APPROVALS, APPLICATIONS, ETC.)
- Dates: April 2002-
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological
- Recommendation: ~~Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.~~
 Retain for three (3) years following date of final expenditure report, then dispose of.

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34.	<p><u>HEALTH DEPARTMENT INSPECTIONS (POOL, CONCESSIONS, ETC.)</u></p> <p>Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
35.	<p><u>I.M.R.F. RECORDS</u></p> <p>Dates: April 1998- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain designation of beneficiary forms until superseded by new designation or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If employee has not retired by age 78, retain designation of beneficiary for ten (10) years after termination of employee, then dispose of. Retain all other records within this record series for seven (7) years, then dispose of.</p>
36.	<p><u>INSPECTIONS (ALL TYPES)</u></p> <p>Dates: 1995- Volume: 20 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>These inspections are for the following:</p> <ol style="list-style-type: none">1. vehicles2. equipment3. parks4. facilities, etc. <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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37.	<p><u>INSURANCE POLICIES AND CLAIMS</u></p> <p>Dates: April 1998- Volume: 7 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain policies for seven (7) years after expiration or cancellation, then dispose of. Retain claims for seven (7) years after settlement of claim, then dispose of.</p>
38.	<p><u>INVENTORIES OF EQUIPMENT AND SUPPLIES</u></p> <p>Dates: April 2003- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after superseded by a new inventory, then dispose of.</p>
39.	<p><u>INVESTMENT RECORDS FOR THE PARK DISTRICT</u></p> <p>Dates: 1970- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain certificates of deposit, securities, and treasury notes for seven (7) years after date of maturity, then dispose of. Retain other records within this series for seven (7) years, then dispose of.</p>
40.	<p><u>INVOICES VOUCHERS AND PAID BILLS/ACCOUNTS PAYABLE AND RECEIVABLE</u></p> <p>Dates: April 1998- Volume: 35 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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41.	<p><u>JOB DESCRIPTIONS</u></p> <p>Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain for five (5) years following supersedence, then dispose of.</p>
42.	<p><u>LEDGERS AND JOURNALS</u></p> <p>Dates: April 1998- Volume: 26 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological</p> <p>These ledgers and journals are for the following: 1. checks 2. vouchers 3. payroll 4. financial accounts, etc.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
43.	<p><u>LEGAL CASE FILES (INCLUDES SUBPOENAS)</u></p> <p>Dates: April 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following settlement of case files, then dispose of. Retain legal opinions permanently.</p>
44.	<p><u>LIFE SAFETY RECORDS</u></p> <p>Dates: 1985- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>

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45.	<p><u>LIFEGUARD QUALIFICATION AND RECERTIFICATION RECORDS</u></p> <p>Dates: 1998- Volume: 20 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
46.	<p><u>LIQUOR LICENSES</u></p> <p>Dates: 1999- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year following expiration of license, then dispose of.</p>
47.	<p><u>MATERIAL SAFETY DATA SHEETS</u></p> <p>Dates: 2006- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years after product is no longer stored or used, then dispose of.</p>
48.	<p><u>MINUTES AND AGENDAS (ALL BOARDS, COMMITTEES, GROUPS, ETC.) ALSO ELECTRONIC</u></p> <p>Dates: 1963- Volume: 7 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain originals permanently. Retain duplicates for one (1) year, then dispose of.</p>

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49.	<p><u>MONTHLY, ANNUAL AND YEAR TO DATE REPORTS (ALSO ELECTRONIC)</u></p> <p>Dates: April 1998- Volume: 16 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Chronological</p> <p>These monthly and annual reports are for the following:</p> <ol style="list-style-type: none">1. budget detail2. daily cash3. fund distribution4. vouchers5. checks6. concessions, etc. <p>Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>
50.	<p><u>NEEDS ASSESSMENT SURVEYS</u></p> <p>Dates: 2006- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
51.	<p><u>ORDINANCES</u></p> <p>Dates: 1975- Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>Recommendation: Retain ordinances permanently. Retain resolutions for sixty (60) days, then dispose of provided they are recorded in the minutes.</p>

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52.	<p><u>PARK DISTRICT OWNED PROPERTY FILES</u></p> <p>Dates: 1971- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain permanently or until property is sold.</p>
53.	<p><u>PARK DISTRICT PAMPHLETS, BROCHURES, NEWSLETTERS, ETC.</u></p> <p>Dates: 1973- Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one copy of each permanently.</p>
54.	<p><u>PARK DISTRICT QUESTIONNAIRES AND SURVEYS</u></p> <p>Dates: April 2004- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
55.	<p><u>PARK DISTRICT RANGER TRAINING - IN SERVICE MEETING RECORDS</u></p> <p>Dates: April 1998- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These are not the Rangers individual training records.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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56.	<p><u>PARK DISTRICT STUDIES AND SURVEYS</u></p> <p>Dates: April 1998- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years, then dispose of.</p>
57.	<p><u>PARK AND FACILITY MAINTENANCE RECORDS</u></p> <p>Dates: April 2003- Volume: 6 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Chronological/Alphabetical</p> <p>This record series consists of the following: 1. employee activity cards (blue) 2. schedules 3. repair orders 4. maintenance checks 5. inspections, etc.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
58.	<p><u>PATRON COMPLAINTS</u></p> <p>Dates: 1996- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following settlement, then dispose of.</p>

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The recommendation of item #59 was amended and approved by the Local Records Commission of Cook County on June 11, 2019.

Chairman

59.

PERSONNEL FILES

Dates: April 2000-
Volume: 14 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

Recommendation: ~~Retain individual work and salary history records for sixty (60) years or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If employee has not retired by age 78, retain individual work and salary history records for ten (10) years after termination of employment, then dispose of. Retain all other records within this record series for five (5) years after termination of employment, then dispose of.~~
Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of.
If the employee has not retired by age seventy-eight (78), retain the work and salary history records for ten (10) years after termination of employment, then dispose of.
If the employee is deceased retain entire file for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated.
If litigation is pending, retain until conclusion of all judicial action (including appeals), then dispose of.
Retain all other records and supporting

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documents within this record series that are not covered under another record series for seven (7) years from date of generation, then dispose of.

60. POLICY AND PROCEDURE MANUALS

Dates: 1995-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain permanently.

61. POOL ATTENDANCE LOGS

Dates: 1995-
Volume: Non applicable
Annual Accumulation: Non applicable
Arrangement: Chronological

Recommendation: Retain for two (2) years, then dispose of.

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62.	<p><u>PRESCHOOL ENROLLMENT RECORDS</u></p> <p>Dates: September 1998- Volume: 12 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years after child has been discharged from care or services, then dispose of.</p>
63.	<p><u>PROGRAM PARTICIPANT REGISTRATION AND CLASS LISTS</u></p> <p>Dates: April 2003- Volume: 10 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
64.	<p><u>PURCHASE ORDERS</u></p> <p>Dates: April 2003- Volume: 2 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Numerical</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
65.	<p><u>RECEIPTS (FOR FEES, PROGRAMS, REPORTS, COPIES, ETC.)</u></p> <p>Dates: April 2003- Volume: 57 Cu. Ft. Annual Accumulation: 19 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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66.	<p><u>REFERENDUM RECORDS</u></p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
67.	<p><u>REFUND RECORDS</u></p> <p>Dates: April 2003- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
68.	<p><u>RESOLUTIONS</u></p> <p>Dates: 1965- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain ordinances permanently. Retain resolutions for sixty (60) days, then dispose of provided they are recorded in the minutes.</p>
69.	<p><u>SEASONAL PROGRAM PASSES</u></p> <p>Dates: 2004- Volume: Non applicable Annual Accumulation: Non applicable Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year following expiration, then dispose of.</p>

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70.	<p><u>STATE AND FEDERAL TAX STATEMENTS AND REPORTS (W-2'S, W-3'S, W-4'S, IL-941'S, IL-1099'S, ETC.)</u></p> <p>Dates: April 1998- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain W-4's for five (5) years after termination of employment or until W-4 is superseded by a new W-4, then dispose of. Retain all other tax forms in this record series for seven (7) years, then dispose of.</p>
71.	<p><u>SUN SCREEN LIFEGUARD APPLICATION LOGS</u></p> <p>Dates: 2003- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>
72.	<p><u>TALENT CONTRACTS AND TELEVISION APPEARANCE WAIVERS</u></p> <p>Dates: 2006- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
73.	<p><u>TEE TIME RECORDS</u></p> <p>Dates: 2005- Volume: Non applicable Annual Accumulation: Non applicable Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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The title and recommendation of item #74 were amended and approved by the Local Records Commission of Cook County on June 11, 2019.

Chairman

74.

~~TIME RECORDS (CARDS, SHEETS, SWIPE CARDS, ETC.)~~

TIME RECORDS (SICK, VACATION, OVERTIME, LEAVES, COMPENSATORY,
SWIPE RECORDS, SIGN IN/OUT, ETC.)

Dates: April 2003-
Volume: 44 Cu. Ft.
Annual Accumulation: 16 Cu. Ft.
Arrangement: Chronological

Recommendation: ~~Retain for two (2) years, then dispose of.~~
*Retain for two (2) years then dispose of
provided the information has been transferred to
the employee's work history, then dispose of.*

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75. VEHICLE AND EQUIPMENT MAINTENANCE FILES (INCLUDES LIVESTOCK)

Dates: April 2005-
Volume: 2 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

Recommendation: Retain until equipment is sold, traded, or
junked, then dispose of.

76. WORKSHEETS (FOR PAYROLL, JOURNALS, ETC.)

Dates: April 2003-
Volume: 3 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Chronological

Recommendation: Retain for two (2) years, then dispose of.

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The following item #77 was added to application 07:002C and approved by the Local Records Commission of Cook County on June 11, 2019.

Chairman

77.	<u>SURVEILLANCE RECORDINGS</u> Dates: May 5, 2019- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: When the video recording captures information that contains potentially probative evidence in criminal and civil litigation, retain for thirty (30) days after final judgment has been entered and all appeals have been exhausted in the case, then dispose of. When the video recording captures no potentially probative evidence; the recording may be recorded over/over written thirty (30) days after an approved Disposal Certificate is in place.
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